



Neighborhood Planning Assembly Draft Minutes

NPA:

Wards 1 & 8	Wards 2 & 3	Wards 4 & 7	Ward 5	Ward 6
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Date of Assembly: 12/15/20 Start Time: 6:30 PM

Location: Zoom <https://us02web.zoom.us/j/89449216110>

Finish Time: 8:31 PM

Note taker: Liam Daugherty

Steering Committee Members in Attendance: Jeff Clark, Jeff Comstock, Jessica Hyman, Nate Lantieri, Carol Livingston, Mollie Klepak-Flanigan, Hannah King.

Discussion Topics

- **Introductions** | 10 min |
- **Open Meeting Best Practices** | 30 min | Phet Keomanyvanh
- **NPA Budgets** | 30 mins | Kirsten Pigford
- **Meet & Greet, Q&A** | 50 minutes |

Actions Taken / Decisions Made

Jeff Clark	Mollie Klepak-Flanigan
Jeff Comstock	Phet Keomanyvanh
Jessica Hyman	Liam Daugherty
Nate Lantieri	Kirstin Pigford
Carol Livingston	Hannah King

Agenda Items and Actions:

- I. **Introductions** | 10 min |
 - a. Everyone in the meeting went around and introduced themselves.
- II. **Open Meeting Best Practices** | 30 min | Phet Keomanyvanh
 - a. Discusses organizing productive, civil meetings that follow open meeting laws. Also talks about her role within CEDO related to equity and inclusion. Specific topics include:
 - i. The role of a public body being bound to open meeting laws such as warning and posting minutes, and agendas.
 - ii. The history of NPAs regarding the role of Bernie Sanders Administration to make government more accessible.
 - iii. Steering Committee meetings responsibilities and expectations with open meeting laws.
 - iv. The expectations for the content such as speaking, location, commencement, and adjournment.
 - v. **Q: Mollie Klepak-Flanigan**
 1. Asks a question about level of accuracy and transcription is expected when taking minutes.
 2. Phet speaks to the idea that it shouldn't be a transcript, but more a general idea with questions and answers, and presentation information laid out.
 - vi. **Q: Jess Hyman**
 1. Asks if previous NPA minutes should be approved at each NPA meeting.

2. Phet responds that it essentially depends on how each NPA wants to run their meeting.
- vii. Zoom Meetings Policy and Security
 1. The city does have a Zoom policy, it has been shared out at the beginning of the year. It uses the Webinar program, and is required to be used by city staff.
 2. CEDO has worked with each of the NPAs to make it as accessible as possible using this webinar function, such as enabling the chat function.
 3. There are specific advantages to the webinar format to prevent Zoom Bombing without keeping people entirely out of the meeting.
 - a. This is in comparison to the meeting platform where people are kicked out entirely, or people are screened before they enter, which can increase or promote bias.
 4. The distinction between attendees and panelists is outlined
- viii. **Q:** Jeff Comstock
 1. Asks about the extent open meeting laws apply to steering committee meetings.
 2. Phet generally talks about the responsibilities and expectations regarding steering committee meetings.
- ix. **Q:** Jeff Clark asks a clarifying question about what a quorum is.
 1. Discussion ensues around steering committee meetings including posting, warning, and outreach.
- x. **Q:** Jeff Clark
 1. Asks a question regarding the City Zoom meeting platform, especially regarding Zoom Bombers.
 2. Phet discusses the differences between the webinar and meeting platform, and a discussion ensues regarding the different merits between the two.
 3. Liam elaborates on the participation ability of attendees within a webinar format.
 4. Jeff Comstock discusses the reasons why the 4&7 NPA has decided to stick with the meeting format, citing the ability to see everyone through the gallery view as a key feature over the webinar format.
 5. Hannah discusses the way Wards 1&8 run their meetings, including removing, muting, and introducing people.

III. **NPA Budgets** | 30 mins | Kirsten Pigford

- a. Encourages folks to think ahead about spending their money through budgeting, in an inclusionary sense, that encompasses the spirit of the NPAs. Discusses specific topics such as:
 - i. Budgeting outreach initiatives, equipment purchases.
 - ii. The previous year's NPA budget as a tool to reference.
 - iii. Deadlines for submitting receipts to the city. June 15th is a recommended unofficial deadline for submitting purchase request.
- iv. **Q:** Mollie
 1. Inquires about the rules around the process of decision-making regarding spending money.
 2. Phet responds that each NPA has their own process, such as voting on expenses through the public process, or the steering committee requesting things they want to operate more effectively.
- v. **Q:** Mollie
 1. Asks about whether or not projects are rejected from the city for being not in the spirit of how NPAs should spend their money.
 - a. Kirstin reminds that the purpose of spending the budget is to promote and increase participation and accessibility to these NPAs, and that projects and expenses should be considered in this framework.
- vi. **Q:** Jess

1. Asks about using funds for access to information about the meetings, but not attending the meetings themselves.
 - a. Phet answers that would be in purview as it is outreach. Also suggests that there should be more focus on outreach.
 - b. A discussion ensues around potential scenarios that would or would not be possible to fund with the NPA budget. The general consensus is that if there is reasonable intent to promote accessibility and outreach, the expense is justified.

vii. **Q:** Jess

1. Asks a clarifying question about money that was spent last year and Kirstin confirms that all the money that was spent was accounted for correctly.
2. Kirstin also confirms that money that is not spent is rolled back into the general fund.

viii. **Q:** Mollie

1. Asks about the rules around re-imbursement
2. Kirstin clarifies the parameters and time limits around re-imbursement as dictated by the city.

ix. The process regarding submitting vendor requests.

x. **Q:** Jeff Clark

1. Asks whether or not there is a minimum purchase requirement for a W-9.
2. Kirstin answers that anybody that gets paid requires a W-9.

xi. The city's position on gift card usage and the limitations surrounding them.

IV. Meet & Greet, Q&A | 50 minutes |

- a. Phet opens up the floor to a discussion around best practices that each ward has had experience with and Liam opens up the floor to questions around the All-Wards meeting being organized in the coming months.
 - i. A discussion ensues about the logistics surrounding the All-Wards meeting, ballot items, candidate availability, potential translation at the All-Wards.
 - ii. Jeff Clark asks about the NPA request forms. Phet discusses the history of the NPA request forms and brings up the previous format of using a google spreadsheet.
 - iii. General discussion around best practices about how to run, coordinate, and organize NPAs.